

Style Guidelines

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Overall goals

- Style should be consistent throughout the project (not just within a chapter).
- The full chemical name should be written in the title, followed by the abbreviated name in parentheses. Where there is more than one abbreviated name, use the first one.
- Terms should be spelled out at first mention, followed by the acronym or abbreviation in parentheses.
- All units of measure should be used consistently throughout all chapters.
- Chapters should be flexible enough to contain the occasional single figure and/or single table.
- Avoid footnotes.

For additional help, see The NCBI Style Guide [<http://web.ncbi.nlm.nih.gov/books/bv.fcgi?call=bv.View..ShowTOC&rid=styleguide.TOC&depth=1>].

A-B-C list

Adriamycin	note capital
Daltons, molecular weight	Daltons are a measure of molecular MASS. Molecular weight takes no unit of measure.
DMSO	use Me ₂ SO
FDG	2-fluoro-2-deoxy-d-glucose
FIGO	International Federation of Gynecology and Obstetrics
Kryptofix	note cap
O ₄ ⁻	no space between subscript 4 and superscript minus
M _r	used with molecular weight; not a unit of measure.
SSR	somatostatin receptor; subtypes are sst ₁ , sst ₂ , etc.
Vinca	note capital

Abbreviations

c.a.	do not use; write "about"
i.p., i.v.	OK as abbreviated.

Brackets

¹²³I-labeled amino acids (NOT [¹²³I]amino acids)

See IUPAC IR-2.2.2 for specific uses:

<http://www.iupac.org/reports/provisional/abstract04/RB-prs310804/Chap2-3.04.pdf>

Dates

Use single digits for single-digit dates and double digits for double-digit dates. Use "December 3, 2004", not "December 03, 2004". The placeholder zero is for use in computer formats.

Degrees

PhD, no periods.

Headings

Note: When no studies exist, use the line: No publication is currently available.

Background	note capital
Synthesis	note capital
<i>In Vitro</i> Studies: Testing in Cells and Tissues	note italics and capitals
Animal Studies	note capitals
Rodents	note capital
Other Non-Primate Mammals	note capitals
Non-Human Primates	note capitals
Human Studies	note capitals
References	note capital and plural

Hyphenation

adeno-associated, anticancer, anti-angiogenic, anti-apoptotic, antiproliferative, anti-tumor, co-expression, co-worker, dephosphorylation, inter-individual, intra-individual, intratumoral, non-enhanced, non-invasive, nonnatural, nonspecific, nontoxic, nontransduced, overexpressed, subchronic, whole-body PET

Italics

Latin: Such as *in vivo* and *in vitro*, but not et al. and e.g.

Variables: Such as $t_{1/2}$ (half-life), r (measurement constant of linear regression analysis), n (number, or with alcohols), P (probability)

Math symbols

+/-, <, >, etc. Space around symbols.

Multiplication

In math formulas, use the times sign instead of the chem point (5×10^3). Use the chem point in chemical formulas.

Nomenclature

Use IUPAC's Section H: Isotopically Modified Compounds:

<http://www.chem.qmul.ac.uk.iupac/sectionH/>

Numbers/Numerals

Write out at the beginning of a sentence. Write out one to nine except with units of measure. Use numerals for 10 and above.

Note: If a study is of 10 or more patients, items, things, etc., use numerals in sentences referring to parts of the total group, even when less than 10.

Example:

We studied 36 patients. In the first group of 6 patients, only 2 were anemic.

Quick List

Written-out numbers *versus* as numerals:

For numbers of 10 or more that do not refer to units of measure, use numerals.

Units of measure require numerals (3 mm, 4 months).

Avoid beginning a sentence with a numeral.

Fractions: one-half, two-thirds, one-tenth, 1/32

Ordinal numbers: 1st, 2nd, 3rd

Series: if the series contains numbers 10 or higher, use all numerals (3 mice, 4 rats, and 11 hamsters)

Either side of the decimal point: use 0.1 not .1 (all cases); use 6.0 not 6 (only if significant)

Commas: 3,000; 14,000; 3,333,331

Time 0 (contrast zero time)

Decimals instead of fractions with measurements: 0.5 volume (not one-half volume)

Bases use numerals (even those fewer than 10): 5 bases

Parentheses

Separate References in parentheses from other parenthetical material. For example: "...at the end of synthesis within 100 min and in 13% radiochemical yield (end of bombardment; 7% at the end of synthesis) (12, 13)."

Double parentheses: OK. Reserve brackets for chemical compounds and labels.

Phrases

Due to	Change to "because of", "caused by", "attributable to", where appropriate.
Following	Use "after" where appropriate.
Preceding	Use "before" where appropriate.
While	Use "whereas" or "although", where appropriate.

Ratios

tumor/blood, tumor/muscle

References

Use numbers in parentheses on the line for citations in the text. In the References list, use a number followed by a period and follow NLM format. See:

<http://web.ncbi.nlm.nih.gov/books/bv.fcgi?rid=styleguide.section.406>

Spelling

American

Summary Table (table of facts)

Cap the first word, not the next.

Title

Write full chemical name in title. Use only the single initial cap to start the title, except for standard caps for elements, etc. Follow full chemical name with abbreviated name in parentheses. Where more than one abbreviated name exists, use the first one from the Summary Table.

Trademarks, Registered Marks

Show the “TM” or “R in a circle” at first mention only. Trademarks and registered marks in tables count as a “first mention” as well.

Units of measure

A	ampere
a.m.u.	atomic mass unit
Bq	becquerel (preferred unit); show conversion to Ci in parentheses
cm ³	cubic centimeter
Ci	curie (show conversion to Ci in parentheses but Bq as the main entry)
cM	centimorgan
cm	centimeter
cpm	counts per minute
Da	dalton
dpm	disintegrations/min
g	gram
g atom(s)	gram atom
Gy	gray
IU	international unit
k	myocardial turnover rate
kg	kilogram
μA	microampere
μC	microcurie
μg	microgram
μl	microliter
μm	micrometer; do not use “micron”
μmol	micromole
μs	microsecond
M	molar (small cap; moles/liter)
m	meter
mA	milliampere
mCi	millicurie (Bq is the preferred unit, with Ci shown in parentheses; the conversion)
mg	milligram

mg atom(s)	milligram atom
milliunit	do not abbreviate
ml	milliliter
mm	millimeter
mmol	millimoles
mm Hg	
mol	mole
Mrad	megarad
ms	millisecond
mT	millitesla
<i>m/z</i>	
n	small cap for normal
ng	nanogram
nm	nanometer
nl	nanoliter
%	percent
% ID/g	% injected dose/g
pmol	picomole
pO ₂	oxygen concentration
ppb	parts per billion
ppm	parts per million
r	roentgen
rad	radiation absorbed dose (1 rad, 2 rads)
rev/h	revolutions/hour
r.m.s.	root mean square
rpm	revolutions per minute
T	tesla
U	unit

Common units of time

h	hour
min	minute
month	do not abbreviate
s	second
week	do not abbreviate
year	do not abbreviate